

Engineer and Scientist Exchange Program



Air Force Office of Scientific Research AFRL International Office (AFOSR/IO)

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ENGINEER AND SCIENTIST EXCHANGE PROGRAM

I. Program Description

The Engineer and Scientist Exchange Program (ESEP) is a Department of Defense (DoD) program that promotes international cooperation in military research, development, and acquisition through the exchange of defense professionals. It provides on-site working assignments for US military and civilian engineers and scientists in allied and friendly governments' organizations and the reciprocal assignment of foreign engineers and scientists in US defense establishments.

Purpose of ESEP:

- Broaden perspectives in research and development techniques and methods
- Form a cadre of internationally experienced professionals to enhance USAF research and development programs
- Gain insight into foreign research and development expertise, methods, organizational structures, procedures, production, logistics, testing, and management systems
- Cultivate future international cooperative endeavors
- Avoid duplication of research efforts

ESEP is an important component of the USAF International Cooperative Research and Development Program and a natural extension of AFOSR's other "people programs." Since its inception, more than 600 foreign exchangees have been placed in USAF organizations and more than 120 USAF military and civilians exchangees have been placed overseas.

Any ESEP exchange requires a Memorandum of Understanding (MOU) between the US Department of Defense and the Ministry of Defense of the other participating nation. Currently MOUs exist with Australia, Canada, Egypt, France, Germany, Greece, Israel, Japan, Korea, the Netherlands, Norway, Portugal, Singapore, Spain, Sweden, and the United Kingdom.

Program Organization

AFOSR/IO (Air Force Research Laboratory (AFRL) International Office) - Full program management responsibility resides with AFOSR/IO for the placement of all ESEP exchangees within the USAF. AFOSR/IO is the "one face to the customer" for all USAF ESEP actions. AFOSR/IO also works closely with SAF/IAPQ, (Armaments Cooperation Division, Deputy Under Secretary of the Air Force (International Affairs)), the executive agent for USAF ESEP in matters related to policy issues and interactions with foreign embassies.

Asian and European Offices of Aerospace Research and Development (AOARD/EOARD) - AOARD and EOARD, located in Tokyo, Japan and London, United Kingdom, are AFOSR field offices. They act as overseas program liaison for the ESEP. Both offices provide the administrative and professional support essential for the US overseas exchangees and draft performance evaluations for participants. AOARD and EOARD liaison officers make site visits to the US exchangees' research locations, monitor the progress of their research, and, along with

AFOSR/IO, serve as an interconnection for synergism between the ESEP and other AFOSR international programs.

Additionally, AOARD and EOARD provide assistance to US exchangees selected for an ESEP assignment. They provide information on foreign government research and development organizations, overseas points of contact, and foreign nation technology strengths.

International Focal Points (IFP) [AFRL/XX-CA] - At the USAF research laboratory research site or center level, IFPs coordinate the placement of foreign exchangees, assist in promoting the ESEP, and identify potential US candidates for placement abroad. AFOSR/IO sends proposals (résumés) for placement of foreign exchangees to the IFPs, who in turn pass them to their International Points of Contact (IPOC). After considering the résumés, IPOCs pass the proposals to appropriate directorates within their organization to draft position descriptions (PD) and extended visit authorizations (EVA) they then, coordinate those documents with the foreign disclosure office (FDO) and base security organizations, and monitor the progress of the exchanges.

II. Foreign Placements in US Air Force Organizations

- a. Funding - Foreign governments provide all funding for their participants.
- b. Unit Manning Document (UMD) - Foreign exchangees do not become part of the UMD of the USAF organization or come under US civil service regulations.
- c. Badges - Security police at the host organization must determine badge requirements for entry onto the base and into laboratory or center buildings or areas. Badges must identify the wearer as a visiting foreign national.
- d. Uniforms - Foreign military personnel must wear uniforms while on duty. An exception occurs when US military members of the host organization are not required to wear uniforms.
- e. BX/Commissary Privileges - BX/Commissary privileges are authorized for military exchange personnel only. Civilians are not authorized BX/Commissary privileges.
- f. Hospitalization/Insurance - The use of the base hospital is allowed only in emergencies. The exchangee's government covers any costs incurred. The exchangee is responsible for health insurance.
- g. Temporary Duty (TDY) - TDY travel initiated by the host organization should be funded by that organization. The foreign exchangee's Extended Visit Authorization (EVA) should reflect approved TDY locations. If the EVA does not reflect the proposed TDY site, the US sponsor must work with the local FDO to amend the EVA to include other sites being visited. On occasion, the foreign exchangee's government will request that the exchangee travel. In that case, the foreign government incurs the funding responsibility.

h. Security - All documentation provided to the foreign exchangee is on a temporary basis for the assignment only. If the foreign exchangee desires to transmit any documents to any representative of his government, permission is required from the local FDO.

i. Holidays - Foreign exchangees may observe the holidays of either the US or their parent organization, as mutually agreed.

j. Housing/Visiting Officers' Quarters (VOQ) - The use of the VOQ and on-base housing will be at the discretion of the Base Commander. The host organization may be asked to assist in locating suitable off-base housing. The parent country must provide sufficient funding for housing and transportation.

k. Liaison Officer Duties - Foreign exchangees will not act in a liaison officer capacity for their country during their work at a US organization.

Placement Timeline

a. Initiation

Placement is initiated upon receipt of a request for placement, accompanied by a résumé from a foreign embassy or liaison office. In accordance with international protocol, all requests for placement are sent to the Executive Agent designated in each MOU. SAF/IAPQ is the Executive Agent for all USAF ESEP MOUs. SAF/IAPQ forwards the request to AFOSR/IO for implementation. AFOSR/IO reviews the résumé and, based on the proposed exchangee's experience and background, forwards it to one or more appropriate IFPs at USAF research sites, centers, or other DoD service components as appropriate. A forwarding cover letter requests the organization to consider the candidate, and if acceptable, to provide a coordinated PD, EVA, and security plan package to AFOSR/IO. For other than Public Domain placements, a Delegation of Disclosure Authority Letter (DDL) is also required. For UNCLASSIFIED placements, an existing General ESEP DDL may be cited.

b. Documentation

The formulation of PDs and EVAs is the responsibility of the organization where the placement will occur. The IPOC, upon receipt, forwards the résumé to the appropriate office in their organization. The IPOC assists in drafting and coordination of a PD, EVA, Security Plan, and DDL with the host organization (position supervisor), the local FDO, and other appropriate organizations. UNCLASSIFIED/Public Domain placements may be approved at the local CC level. Classified placements require approval by HQ AFMC/IA (AFSAC/IPD) and SAF/IAPD. Lastly, AFOSR offers the position to the foreign government. Copies of all correspondence are sent to SAF/IAPQ for information. If the foreign government accepts the placement, AFOSR/IO informs the IFP, IPOC, FDO, and the sponsoring USAF organization and provides a sponsor's guide for hosting a foreign exchangee.

III. US Air Force Placements in Foreign Countries

a. Customer Provided Positions - A key feature of the ESEP is the close involvement of the USAF "customers." The Air Force Research Laboratory (AFRL), the US Air Force Academy (USAF A), the Air Force Institute of Technology (AFIT), and the test, product and logistics centers play vital roles in the selection of the US participants. The field organizations identify individuals and submit résumés or proposals to AFOSR/IO for ESEP placement. Within budgetary limitations, the Program provides the funding for PCS moves, TDY, and the administrative structure for the program. The position remains on the UMD of the field organization throughout the duration of language school (if required) and during the overseas assignment. An Operating Location (OL) must be established by the field organization for the overseas assignment. The home base organization continues to pay the salary for civilian ESEP exchangees. The civilian exchangees return to their home organization after completion of their ESEP assignment. Military exchangees may, or may not, return to the home organization after completion, depending upon Headquarters, Air Force Personnel Center (HQ AFPC) decisions. HQ AFPC must approve military application.

b. Flexibility in Location and Duration of Visit - Assignments to foreign nations are usually two-year assignments, beginning in the summer of even years. However, based on customer needs, the assignment can be for a much shorter period and can begin at any time. The *ad hoc* nature of shorter assignments provides flexibility because they are not necessarily tied to specific countries or technologies. The assignments may be either TDY or PCS, based on the length of assignment. The only restriction: ESEP assignments can only be made to government organizations in countries with which the US has an ESEP MOU. Language training is important to the program and may determine the starting date of the assignment. *Ad hoc* placements are solely funded by the sending organization.

Placement Timeline -

a. Recruitment - AFOSR/IO advertises the program to the USAF at large to recruit applicants. However, field organizations provide the impetus for the placement initiation. They nominate individual(s) for the ESEP. Applicants send their application through their organization Chief Scientist or Director, to AFOSR/IO for review. Military members simultaneously submit an AF Form 3849 to HQ AFPC. AFOSR/IOE convenes a board to review and select (approximately 8 to 10) participants.

b. Placement - AFOSR/IO consults with EOARD, AOARD and other appropriate overseas liaison offices to identify a foreign organization appropriate for each selected candidate. AFOSR and the field organization coordinate language training requirements and other administrative details.

Guidelines for Applicants

Grade: Captain, 1st Lieutenant, GS-12/13, DR II (Higher grades considered).

Education: Master's Degree or Ph.D. preferred in Science, Mathematics, or Engineering.

Experience: At least four years R&D experience (by PCS time). Civilians must have completed probationary period.

Language: Must pass Defense Language Proficiency Test (DLPT) or the Defense Language Aptitude Battery (DLAB) Test

Medical: Applicant and family should be free of recurrent or chronic diseases requiring surgical or specialized medical care or extended medical treatment while overseas.

US Air Force Application

The following documentation is necessary for USAF ESEP placements overseas:

Application: This application is for the USAF selection process only. Do not forward it to the foreign government. Place emphasis in the application on the benefit to the USAF of the applicant's selection. (Sample - Attachment 1).

College Transcripts: Unofficial, legible copies are sufficient.

Copies of Last Two Officer Performance Reports (OPR) or Civilian Performance Evaluations: Unofficial, legible copies are sufficient.

MPF or CCPO Language Certification: All applicants must take and pass the Defense Language Aptitude Battery (DLAB) Test. Local Military Personnel Flights (MPF) or Consolidated Civilian Personnel Offices (CCPO) administer this test. The required certification is individual test results from the DLAB.

Résumé: Format résumé as shown in the ESEP Memoranda of Understanding. (Attachment 2)

Medical Certification: A medical certification for the entire family is needed because access to medical care overseas for certain diseases or afflictions may be limited. Actual physical examinations are not required. The certification can be accomplished by a review of medical records. (Attachment 3).

Career Broadening Objectives (CBO): The CBO is similar to the actual application. However, the CBO is forwarded to the foreign government, and, therefore, the emphasis should be somewhat different than the application. While the application emphasizes the benefit to the US Air Force, the CBO should focus on the international experience and technical expertise that the applicant would bring to the foreign organization. (Attachment 4).

Forwarding Endorsement Letter: The sponsoring organization must acknowledge that the exchangee will remain on the home organization UMD for the duration of the assignment and that an Operating Location will be established. Although the wording of the endorsement letter may vary from the sample, the letter should make clear that, if selected, the exchangee will remain on the sponsoring organization's UMD. (Attachment 5).

Additional Endorsement Letter: Candidates may provide additional letters of endorsement from professional or educational resources.

FORMAT OF APPLICATION FOR US APPLICANTS

MEMORANDUM FOR AFOSR/IO

875 North Randolph Street, Suite 325, Room 3-112
Arlington, VA 22203-1768

FROM: *(your office symbol)*

SUBJECT: Application for Engineer and Scientist Exchange Program

1. I, *(name, grade, SSN)*, apply for the Engineer and Scientist Exchange Program.
2. Biographical Data:
 - a. Date of Birth
 - b. Place of Birth
 - c. Marital status and number of dependents: *(if school age, include grade the children would be entering at beginning of assignment)*
 - d. Security clearance and date:
3. Current Assignment:
 - a. Air Force Specialty Code or Job Series:
 - b. Unit with office symbol and telephone extension/fax/e-mail:
 - c. Duty title:
 - d. Supervisor: Name, full mailing address, phone, fax, and email address
4. Educational Background and Experience *(Attachments 1 through 3): (for education, include degree, institution and date; if applicable, include education waiver (Attachment 6)).*
5. Desired Countries: *(Desired countries, list, in order of preference.)*
6. Foreign Language: *(Attachment 4)*
7. Medical Certificate: *(Military personnel should attach medical certification AF Form 422 or equivalent. Upon notification of tentative selection, civilian personnel should forward federal medical officer certification.)*
8. Career goals and type of assignment desired:
 - a. Areas of interest
 - b. Long-range, both professional and personal
 - c. Motivation (toward goals and the exchange program)
 - d. Relationship of goals to participation in the ESEP (for example, anticipated gains from participation, ability to contribute to the host-country R&D efforts, etc.)

ATTACHMENT 1

9. Suggested Assignment (*if known*) in Foreign Country
 - a. Name of Agency and division or office
 - b. Name of the POC, if applicable
 - c. List contacts with the Agency and/or the POC, if applicable

(List alternative assignment location(s) if desired.)

10. I (*have or have not*) applied for other assignments. (*If have, applicants must explain.*)

(Signature Block)

Attachments:

1. Résumé of Work Experience or Academic Achievement
2. College Transcripts (*copies acceptable*)
3. Copies of last two OPRs (*military*); Performance Evaluation (*civilian*)
4. MPF or CCPO Language Certification
5. Medical Certification
6. Education Waiver (*if applicable*)

cc:

Organization International Point of Contact (IPOC)

ATTACHMENT 1

SAMPLE FORMAT OF RÉSUMÉ FOR US APPLICANTS.

1. Personal Data

- a. Name
- b. Rank and/or Title
- c. Scientific or Technical Specialty
- d. Identification Number (passport and/or social security number)
- e. Office and Address (include full zip code)
- f. Telephone (commercial and DSN), Fax, and E-Mail Address
- g. Home Address and Telephone
- h. Marital Status (if children, how many, ages, and gender)

2. Education

- a. Name and address of college or university (including graduate, post-graduate, and special studies)
- b. Dates attended
- c. Degrees received (including subject and date)
- d. Honor societies and special awards

3. Professional Experience

- a. All military and civilian employment, in reverse chronological order (including a brief summary of responsibilities and achievements for civilian employment and the nature of military assignments (for example, whether technical or administrative, type of research or engineering, nature of projects, results and recognition, and so forth))
- b. Publications and Patents
- c. Membership in professional organizations

4. Language Proficiency

- a. Academic language training or experience in language of government applying for, including technical vocabulary
- b. Recent aptitude and/or proficiency scores (if applicable)
- c. Plans to acquire or improve proficiency (if applicable)

5. Other Information

- a. International experience (travel, work, or study abroad)
- b. Previous associations with foreign nationals
- c. Knowledge of culture of proposed host government
- d. Family members (including age and gender) who would accompany candidate (including proficiency in language of government applying for)
- e. Earliest date of availability for assignment

ATTACHMENT 2

SAMPLE MEDICAL CERTIFICATE
(Appropriate Letterhead)

FROM: *(functional address symbol)*

SUBJECT: Medical Certificate

TO: Whom it May Concern

I certify that I have examined the persons named below and find them to be free from recurrent or chronic diseases requiring surgical or specialized medical care or extended routine medical treatment. In addition, I have reviewed their medical records and find no history of psychiatric problems, including alcoholism, or other potentially disqualifying ailments.

- a. *(member)*
- b. *(dependents)*

(signature)
(typed name, grade, and title of physician making evaluation)

1st Ind *(date)*

TO: *(MPF or CCPO, as appropriate)*

I certify that to the best of my knowledge and belief the above medical statement is a true reflection of the health of myself (and my dependents, if any).

(signature)
(typed name, grade, USAF, SSAN)

ATTACHMENT 3

FORMAT OF THE CAREER BROADENING OBJECTIVE FOR US APPLICANTS

1. Personal Data

- a. Name
- b. Rank and/or Title
- c. Scientific or Technical Specialty
- d. Identification Number (passport and/or social security number)
- e. Marital status (if children, how many)

2. Present Employment

- a. Agency
- b. Division
- c. Title and/or Rank
- d. Date

3. Areas of Interest. Career-broadening activities in (name of host government, if known) will cover the following areas:

- a.
 - (1)
 - (2)
- b.
 - (1)
 - (2)

(Continue on separate sheet, as necessary)

Active participation in all of the areas cited in section 3. above is desired.

4. Goals and Objectives

- a. Long-range, both professional and personal
- b. Motivation (toward goals and the exchange program)
- c. Relation of goals to participation in the ESEP (for example, anticipated gains from participation, ability to contribute to the host-government R&D effort, etc.)

5. Suggested Career-Broadening Assignment

- a. Name of the Agency and division or office
- b. Name of the POC, if applicable
- c. Any contacts with the Agency and/or the POC, if applicable
(List alternative assignment location(s), if desired.)

ATTACHMENT 4

MEMORANDUM FOR AFOSR/IO

FROM: _____/CC

SUBJECT: Engineer and Scientist Exchange Program (ESEP)

1. (*Organization Name*) supports the application of (*exchangee*) for the ESEP. This outstanding opportunity allowing one of our best people to gain outstanding international experience and further the goals of international cooperation.

2. I understand that (*exchangee name*)'s position will remain on our Unit Manning Document for the duration of the ESEP assignment, and the location will become an Operating Location for the duration of the overseas assignment. This position will not be subjected to downsizing cuts during the ESEP assignment.

3. My point of contact for this matter is _____.

LAB SITE COMMANDER
(*or highest level authority over the slot*)

cc:
International Point of Contact

ATTACHMENT 5